



*Embassy of the United States of America*

Guatemala  
December 22, 2021

To: Prospective offeror

Subject: Request for Quotation (RFQ) **19GT5022Q0022**

Enclosed is a Request for Quotation (RFQ) for a Marketing Campaign to promote Sabor USA in three different activities as follows:

- 1) Activity No. 1: March, 2022
- 2) Activity No. 2: July 1-4, 2022
- 3) Activity No. 3: August 15 – September 15, 2022

Further information of the activities is detailed in the attached Scope of Work. If you would like to submit a quotation, please read all documents attached and complete items 11, 13, 14 and 15 of the SF 18 form; additionally add your formal quotation and a copy of your business license (patente de comercio) and submit it ONLY to:

[Guatemalabids@state.gov](mailto:Guatemalabids@state.gov)

Evaluation Criteria for award: The U.S. Government intends to award a purchase order to the responsible company submitting the Lowest Price Technically Acceptable (LPTA). We intend to award a purchase order based on initial quotations, without holding discussions, although we may clarify such requirement with companies in the competitive range if there is a need to do so.

**Pricing should not include IVA.** IVA should be listed in the quotation as a separate line item.

**Quotations are due by January 6, 2022 by 17:00 hours.** You will receive an automatic response from the [Guatemalabids@state.gov](mailto:Guatemalabids@state.gov) inbox once your bid has successfully been received. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system.

As part of the selection process for the marketing campaign the potential vendor must present a work plan and be interviewed beforehand. Only the companies that meet all required qualifications will be considered for the interview.

Sincerely,  
Juan Ortiz  
Contracting Officer

List of attachments:  
Invitation Letter  
Standard Form 18 (RFQ)  
Solicitation Package –Statement of Performance  
Clauses incorporated by reference